



Web-based Material Transfer Agreement and Nondisclosure/Confidentiality Agreement Request Procedure

Welcome to UGA's online Material Transfer Agreement (MTA) Request / Confidentiality or Non-Disclosure Agreements (CDA/NDA) Request system.

Innovation Gateway uses the Sophia database to track and manage all aspects of its technology transfer activities. Sophia offers the capability to initiate MTAs and NDAs/CDAs online. Your Request for Material Transfer Agreements and Non-Disclosure/Confidentiality Agreements is entered directly into Sophia upon submission and approval by Innovation Gateway. You will receive an acknowledgment email from Innovation Gateway contracts team at igcontracts@uga.edu, indicating that your Request Form has been received and approved. From there, the Contracting Officer will review your request, draft or negotiate your request with the other party, as needed, and provide you with the signed agreement.

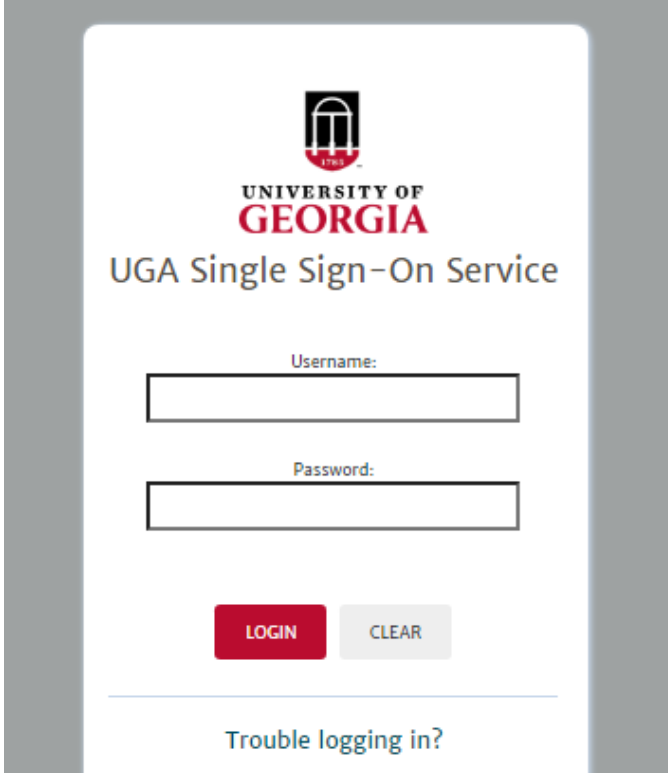
Sophia will also offer you the ability to review the current status of your MTA or NDA/CDA as it moves through Innovation Gateway to full execution.

We hope this online service will provide quick, convenient, and easily accessible information regarding your MTA and NDA/CDA requests. If you have any questions or comments about matters pertaining to this process or your submission, the point of contact is igcontracts@uga.edu.

Follow these Steps to submit your Online Request:

STEP 1: To Log into Sophia:

Go to <https://uga.wellspringsoftware.net/> to login to Sophia. Login by entering your UGA username and password where indicated.



STEP 2: If you are not directed to your Home Page, click the ‘Home’ tab at the top left of the page. On your Sophia Home Page, go to the **“Tasks”** table on the upper right side of your screen and click the request for the agreement you desire.



For MTAs, click either:

“Request for receiving third-party materials” or

“Request for sending out UGA owned materials”

For NDA/CDAs, click:



“Request for Agreement to cover confidential information”

Welcome, Cory Acuff!
Settings | Logout

Global Search

HOME | RECORDS | CONTACTS | FINANCIAL | MARKETING | REPORTS | ADMINISTRATION

Welcome,

Submitted Online Disclosures

Tasks

- Find Records
- Add Agreement
- Add Invention
- Add Organization
- Add Person
- New Disclosure
- Request a Data Transfer Agreement
- Request for Agreement to cover confidential information**
- Request for receiving third-party materials
- Request for sending out UGA owned material
- Customize Home Page

STEP 3: Complete the online form providing as much detail as possible on the purpose and scope of the agreement in the boxes indicated. Please note that some of your answers will generate pop-boxes requiring additional information. Please provide as much information as you can. The information requested for the boxes containing an asterisk* is required and must be completed before clicking the **“Next”** icon. If these boxes are not completed, you will not be able to continue, but will receive the message “This question requires a response”. Upon completion, click the **“Next”** icon at the bottom of the page.

STEP 4: Check Your Data. On this page, you will be instructed to review your request. You may edit it by clicking the links provided. If it is correct, please click the **“Submit”** icon for approval.

STEP 5: You will be re-directed to your home page where you will receive a message assigning a Submission number indicating that Your Submission has been submitted. Innovation Gateway will be notified that a new request has been received, will verify certain information, and approve the submission. Upon



approval, you will receive an email acknowledging Innovation Gateway's receipt of the disclosure, providing you with the next steps in the approval process. You should receive email acknowledgment within one business day after its submission.

If you have any problems with the form or the process, please email Innovation Gateway Contracts at igcontracts@uga.edu, or call 706-542-1404.

Thank you for submitting your request to Innovation Gateway. We look forward to working with you to put your agreement in place.

To request changes to the scope of a CDA or MTA, contact Innovation Gateway Contracts at igcontracts@uga.edu